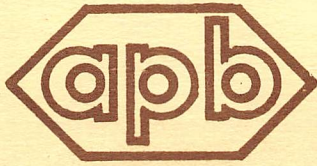


PBC  
1980



# ANNUAL REPORT of the AREA PLANNING BOARD of PALM BEACH COUNTY

JANUARY 1981

## 1980 OVERVIEW OF AREA PLANNING BOARD ACTIVITIES



1980 ANNUAL MESSAGE FROM  
APB CHAIRMAN — CHUCK POTTER

The Area Planning Board, its Director and staff can look back on 1980 as a year with tasks accomplished replete with satisfying results.

Federally mandated pollution control projects 208 and 201, evolving from the planning stages to the Continuing Planning Process and implementations phases of the programs, have included much work by the necessary committees from the technical, agricultural and citizen sectors of Palm Beach County. Thanks to them and those that have aided our staff in-house and on field trips, these programs are effective.

Bringing the Areawide Housing Opportunity Program (AHOP) to its present level of achievement is no mean accomplishment and stands as an example of professionalism to all other HUD participants in the Country.

Along with all of the required APB work; Municipal comprehensive plans, data collection and compiling, statistical calculations and tabulations, graphics, charts, and booklets; the work for and with the 1980 U. S. Census effort is a commendable service to this County and worthy of recognition.

Finishing my fifth year on the Area Planning Board of Palm Beach County and four years as its Chairman, I would like to take this opportunity to thank all concerned, the Board, the Staff, Committees, County and Municipal Officials for their participation, cooperation and dedication.

Sincerely,

### COMPREHENSIVE PLANNING

The Comprehensive Planning Section completed several major projects which were part of the federal sponsored HUD 701 Comprehensive Planning Assistance Program.

The Area Planning Board has developed into an effective areawide planning organization involved in all aspects of planning within Palm Beach County. In FY 1979-80, its role expanded greatly in the field of housing with the implementation of the Areawide Housing Opportunity Plan and the development of a Housing and Community De-

velopment Coalition. The adoption of an A-95 Review Manual cut the cost of operating the Project Notification and Review System by approximately one third. The Regional Comprehensive Development Plan (RCDP) Phase I; Background For Planning was updated in preparation for the future revision of the Goals, Objectives Plan Recommendations and Implementation Strategies (Phase II through IV). The continued technical assistance to local municipalities in the County gave them a better adoption record of comprehensive plans than most other areas of the State.

The APB also worked with the Local Government Comprehensive Planning Act Technical Advisory Committee which was required by the above denoted statewide legislation. The Board assisted the development of the Committee and has acted as coordinator of its activities.

The specific accomplishments of the FY 79-80 comprehensive planning program funded by HUD included the following:

Interagency Coordination: The intent of this element is to administer and monitor the expenditure of planning grant funds required to expedite the planning contained in the agency's FY 1979-80 grant program. This element represents approximately 4% of the grant award. The element helps assure continued interagency coordination between the Area Planning Board, the Treasure Coast Regional Planning Council and other planning agencies operating within Palm Beach County.

Areawide Housing Opportunity Plan (AHOP) Activities: As a statement of areawide housing needs, goals and objectives, the AHOP provides a comprehensive strategy for the improvement of housing opportunities for lower-income households within Palm Beach County. In August of 1980, the Area Planning Board became one of a small number of areawide planning organizations nationwide with a HUD approved AHOP. This accomplishment is highly significant in that it makes the County eligible for additional Community Development Block Grant funds, incentive comprehensive planning funds, and Section 8 Housing Assistance revenues.

Currently, the Area Planning Board has been advised as to a tentative funding al-

location for 1981 activities under the AHOP. The preliminary phases of the allocation process requires that a model for the distribution of housing units throughout the County be developed and submitted for HUD review and comment. With the aid of the Palm Beach County Housing and Community Development Coalition, this step is now underway.

Alternative Strategies in the Delivery of Public Housing: The purpose of this element was to implement an objective of the agency's adopted Areawide Housing Opportunity Plan. The objective was to initiate coordination of the public housing delivery system within Palm Beach County. This was accomplished by the development of a public housing committee made up of seven (7) housing authorities operating within the County. Utilizing the recommendations of the study, the committee has come together to improve the existing delivery system for assisted housing through coordination in the hopes of providing better tenant services, increasing local knowledge of housing management and increasing the availability of assisted housing.

Project Notification and Review System A-95 Clearinghouse Review Manual: An A-95 Review Manual was adopted by the Area Planning Board on May 21, 1980. The purpose of the manual was to establish new policies and procedures governing the administration of the Project Notification and Review System (PNRS) process and to improve the efficiency and effectiveness of A-95 reviews. The Review Manual reduces the cost of the agency's PNRS program by about one third. It also provides staff and the Board with guidelines on any questions which may arise during A-95 reviews. Additionally, the Manual serves as a reference source to applicants in order to give them a more clear understanding of the A-95 process at this Clearinghouse. The adoption of the Manual provides a strong basis for the implementation of the agency's various areawide plans and policies.

Regional Comprehensive Development Plan Monitoring and Update: The Regional Comprehensive Development Plan (RCDP) provides the basis for areawide comprehensive planning. The Plan, adopted in 1977, is a

cohesive areawide approach to growth and development in Palm Beach County. Currently, all local governments within the County are updating their comprehensive plans for consistency with the Florida Local Government Comprehensive Planning Act (LGCPA). This occurrence and the legislated mandate for update of the RCDP resulted in the revision of the Phase I, Inventory and Analysis, document during FY 1979-80.

The document, Background For Planning (Phase I) is the background for planning on which the rest of the Plan (Phase II through IV) is based. All pertinent data and findings are included for the purpose of factually substantiating all goals, objectives planning recommendations and implementation strategies.

It is the intent of the Area Planning Board to provide a planning program which is truly comprehensive in scope by addressing a wide variety of individual elements and areas of concern. In addition, the requirements of the State of Florida's Local Government Comprehensive Planning Act of 1975 have been included in order that the Regional Comprehensive Development Plan address all local planning requirements.

On-going non-701 activities of the Comprehensive Planning Section included the provision of technical assistance to local governments on a variety of planning related issues, the investigation and pursuit of continued and additional funding programs and the maintenance of a current data base relative to flood programs and flood plain management. In addition, the staff also continued its involvement with the Local Government Comprehensive Planning Act Technical Advisory Committee which consists of coordination of the various local government comprehensive planning programs.

As required by the LGCPA of 1975, Palm Beach County formed a Technical Advisory Committee in order to "achieve the required coordination and cooperation required by this (LGCPA) act." The TAC is organized into five (5) geographic districts which meet separately from time to time on presentations of local comprehensive plans, or as a whole on countywide plans or other planning matters of general

interest to the entire group.

During 1979 the LGCPA TAC reviewed seven (7) local plans: Boca Raton, Atlantis, Palm Beach, Boynton Beach, Lake Park, Lake Worth and West Palm Beach. Already in 1980, the plans of Palm Beach County unincorporated area and Ocean Ridge have been discussed.

## ENVIRONMENTAL PLANNING

As a result of completion and submission of the final 208 Plan to both EPA and FDER, the Area Planning Board obtained in April 1979 a continuation grant for the First Year Continuing Planning Process (CPP) and another continuation grant in May 1980 for the Second Year CPP. EPA has emphasized the following areas during the continuing planning process: 1) public participation and, 2) implementation of the 208 Plan recommendations. Consequently, the Environmental Planning Section has conducted the following activities:

A public meeting was held December 19, 1979 for the purpose of receiving public comments regarding the Second Year CPP. Another public meeting was held October 15, 1980 to obtain comments regarding the Third Year CPP.

The 208 advisory committees (Urban Technical Subcommittee, Agricultural Technical Subcommittee and Implementation Advisory Committee) continue to review all outputs generated by the staff and consultants. The input of these committees is critical to the public participation aspect of the 208 Program.

Two newsletters (APB Forum) were published by the Environmental Planning Section: "Palm Beach County Sewer Funding Grants Top \$81 Million During 1970s" and "Loxahatchee River Trip Highlights Study Efforts." Presentations were made of the 208 slide show to twelve local civic organizations and a new slide show was produced which identifies successful existing water quality drainage projects in new developments in the county.

Letters of Commitment from the fourteen interim water quality management agencies have been actively pursued during 1980. To date, twelve letters of commitment have

been approved and two are in the process of negotiation. Obtaining these letters of commitment is a key element to the future of the 208 Program.

A draft ordinance, titled Environmental Control Rule No. 3 (ECR-3) has been developed and reviewed by the 208 committees. This proposed ordinance requires that pollution control plans be submitted for future new developments and re-development projects. A method to address major issues of ECR-3 has been developed for implementation during 1981. Also, the staff is conducting a BMP testing program to determine the effectiveness of detention/retention systems in reducing pollutant loadings to receiving waters. The results will be used in conjunction with ECR-3.

In May 1980 the staff developed a resolution opposing Palm Beach County being designated as a site for deepwell injection of hazardous and nuclear wastes. The resolution (R-80-03) was approved by the Area Planning Board May 21, 1980.

The Section also reviews all wastewater treatment plant construction under Florida Executive Order 400 and has reviewed 69 Dredge and Fill applications in 1980 to ensure shoreline ecology. Finally, the Section comments on A-95 applications when an environmental analysis is required.

## TRANSPORTATION PLANNING

The Transportation Planning Section continued to serve as the staff for the Metropolitan Planning Organization (MPO); through a Staff Services Agreements between the MPO and the APB. The MPO is responsible for transportation planning and programming for the urban area of Palm Beach County. Federal funds for highway and transit improvements cannot be obtained without proper planning by the MPO. Some of the projects and tasks performed by the staff for the MPO during 1979 follow.

An Elderly and Handicapped (E & H) Transportation Study is underway to determine the location of the elderly and handicapped population and what their transportation needs are. The study will develop a transportation system to meet these needs. The E & H population has been identified

and alternatives are being developed.

Modifications were made to the Transportation Improvement Program (TIP) as funding or other problems arose during 1980. Preparations are underway for developing the next TIP which will contain a five-year program of projects.

The staff prepared Energy Contingency Plan which has been submitted to the United States Department of Transportation for the development of a plan to provide transportation during a fuel shortage. The study will include mass transit, car-pools and modification of legal restraints.

Staff is participating in the FDOT study to develop travel models for use throughout the state. This study includes developing new trip generation models, reviewing the 1980 census data to be collected and determining additional data requirements, and developing new data collecting and forecasting techniques.

The staff is preparing an update to the Transit Development Program. This document outlines the five-year improvement program for the transit system. In addition, the Transportation Planning Section maintains an on-going Surveillance Program. This Program includes: compilation of traffic counts at over 400 locations, review of air emissions, compilation of high accident locations, and reviews of transit statistics.

## RESEARCH

In April 1980, the Census of Population and Housing was conducted. The Research Section played a major role in this activity. Technical preparation such as updating the GBF/DIME File and revising census geographic and statistical boundaries were completed by our staff during 1979. In December 1979, we presented a seminar "Census 80: Making It Count" to kick off the Complete Count Committee which we organized in January 1980. Comprised of local individuals representing municipalities, non-profit agencies, the media, businesses and industries, the Complete Count Committee spearheaded publicity efforts, conducted workshops and coordinated the Local Review Program designed to allow

local review and comment of census figures before being finalized in Washington.

Economic development continued to be a major activity of the Research Section. We rewrote the 1976 adopted Overall Economic Development Program (O.E.D.P.). We continued working closely with the Economic Council, local Chambers of Commerce, and other groups concerned with the economic and industrial development of the County. Many representatives of prospective industries visited our office this past year.

Dissemination of information on the characteristics of Palm Beach County is a major responsibility of the Research Section. During 1980, over 5100 service contacts were recorded, or some 20 per day. Benefactors of this information include federal, state, and local governments; non-profit organizations and agencies; financial institutions; businesses; industries; realtors; professionals; educators and students; and the general public.

In its on-going statistical program, the Research Section published quarterly building permit activity summaries and semi-annual reports on financial institutions. These reports have been published since 1960. For the past 6 years, A Profile of Palm Beach County Municipalities have been issued semi-annually to provide basic governmental, fiscal, and service data for each of the 37 municipalities in the County.

One major statistical publication, Maps, Graphs and Statistical Data, contains some of the most current and comprehensive data on the County.

Acclaimed by marketing people from Miami to Los Angeles, Maps, Graphs & Statistical Data, provides sort of an "everything you ever wanted to know about Palm Beach County" approach to a basic understanding of the demography and economy of the County.

With a 1980 circulation of over 1700 copies, our report has traveled internationally to Canada, England, Germany, France, and other European nations, and Central and South America.

The 1980/81 edition is similar in format

to last year's document, but all data has been updated through at least 1979, and in some cases, 1980. Many data comparisons are available annually for the entire decade.

Just who uses a report like Maps, Graphs & Statistical Data? Anyone who wants to know such things as:

- Average temperature or rainfall in 1979
- Distance to major Florida cities from West Palm Beach
- Land area of the County
- Post offices and areas served by the 36 Zip Codes in the County starting with 334
- Land area and population of municipalities
- 60 year population trends
- 1980 Census Tract map
- Housing values, 1970-1978
- Per Capita Income, 1969-1978
- Age, sex, race estimates for 1979
- Building Permit Summaries
- Small area population estimates & projections
- Details of proposed major residential developments
- Characteristics of visitors to the County
- Port and airport activity
- Agricultural production
- Cost of living index
- Retail sales by major category
- Major shopping facilities
- Characteristics of financial institutions
- Major industries and employers
- Labor force characteristics
- Selected medical resources
- Public and private education facilities
- Parks and recreation centers
- Chambers of Commerce in the County

If you are a market analyst, business consultant, planner, forecaster, builder, developer, entrepreneur, realtor, engineer, or perhaps just an interested citizen, you can obtain this 122 page publication of maps, tables, lists, graphs and data, appropriately titled Maps, Graphs and Statistical Data, from the Area Planning Board at our office for \$9.00. Persons wishing a copy to be mailed to them should add \$1.00 for postage and handling.



## REPORT FROM THE DIRECTOR

*Frank W. Brutt*

### FLEXTIME

In July of 1979, the Area Planning Board after considerable research of other organization's utilization of the flexible working hour concept, began an experimental program of flexible working hours, or Flextime. Following a three month successful test, it was recommended to the Board that the program be fully implemented.

On November 1, 1979, the Flextime program became fully operational. Since that time, employees report they can schedule their personal activities more conveniently and are using less sick leave and less short-term annual leave. At the same time, there has been a decrease in tardiness, improvements in the efficiency of many operations, and a substantial increase in job satisfaction. All staff supervisors report that Flextime has a positive effect on overall APB operations.

A brief historic prospective of Flextime indicates that the concept is generally credited to German economist and management consultant Christel Kaemmerer. In 1965, she perceived that rigid starting and stopping times could be replaced by a working day in which hours of work would be flexible instead of fixed. In 1967, a German aerospace manufacturer added the core period idea to the Kaemmerer concept to relieve traffic problems, and the system spread to other European countries. In 1970, ten companies were using flexible working hours; that number is 6,000 today.

When Flextime was initiated at the Area Planning Board a Core Time of 9:30 A.M. to 3:30 P.M. was established as indicated below. This is the time period when all employees scheduled for work are present. Employees may begin work as early as 7:30 A.M. or as late as 9:30 A.M. Lunch will normally be between 12 - 2:00 P.M. However, in certain work areas where continuous coverage during lunch break is required, the lunch break may be flexible.

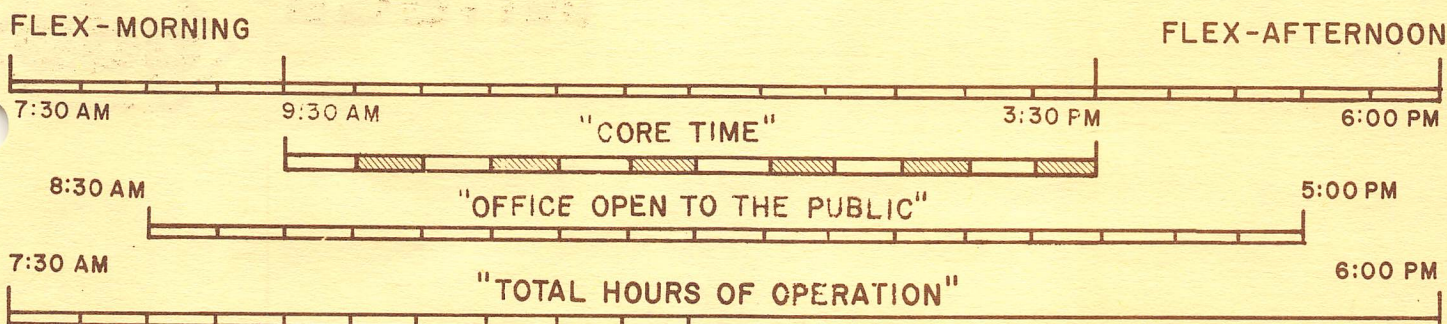
An employee must take a minimum one-half hour lunch break each day. Employees are able to vary their starting times on a weekly basis with approval of their Section Head. Employees may end their work day as early or as late as they wish, depending on starting time and length of the lunch break. Although staff may be present from 7:30 A.M. to 6 P.M. the office is open to the public only during the usual 8:30 A.M. to 5 P.M. work day. It is the responsibility of the section supervisor to see that a member of each section's staff be present during the 8:30 A.M. to 5 P.M. work day for information, assistance, etc.

To evaluate the program's effectiveness, the APB staff was recently asked to provide comments or recommendations relative to Flextime. The results indicate that Flextime has been of significant benefit, both to employees and the Agency.

The typical responses of the staff can be divided into those advantages which benefit management and those benefiting the employees. They also listed some problem areas, yet indicated that they are minor in nature and do not adversely affect the program.

### FOR MANAGEMENT

- (1) Reduction in sick time.
- (2) Tardiness is virtually eliminated.
- (3) Workers become job oriented rather than time oriented.
- (4) Productivity increases.
- (5) Reduction in personnel turnover.



- (6) Easier recruiting.
- (7) Can adapt hours to work load.
- (8) Reduction in overtime.

#### FOR EMPLOYEES

- (1) Reduction of rush hour travel.
- (2) Family, community & social activities increase.
- (3) Recreation facilities better utilized.
- (4) Shopping and appointments can be made at more convenient times.
- (5) Education may be continued.
- (6) Better balance between work requirements and personal needs.
- (7) Each person adjusts his work hours to fit their own rhythm.
- (8) High morale/employee satisfaction.

#### POTENTIAL PROBLEMS AND ABUSES

- (1) Additional record keeping is required.
- (2) Overhead costs may increase for lights, heat, etc.
- (3) Flextime is not appropriate in some work situations within an organization.
- (4) Supervisor is not available to subordinates during part of an extended work day.
- (5) Some employees may abuse the system, however employee peer pressure works to control any abuses.

It is apparent that the privilege of Flex-time within the Area Planning Board is successfully functioning for both management and employees.

The APB's experiment with Flextime has proven to be so successful that the system is being reviewed by the Palm Beach County Personnel Department for application to County departments. Our staff has indicated their appreciation and an opportunity to participate in the Flextime program and consider it an additional employment benefit.

In recent years a considerable amount of literature has been published concerning the concept of flexible working hours and other modifications to fixed working hour arrangements. Organizations which have adopted a flexible working program indicate both improved employee satisfaction and organizational effectiveness. Some theorists feel that it will become commonplace in both business and government resulting in greater worker autonomy and self-esteem.

The experiences with altered work hour arrangements emphasize the importance of trust, mutual confidence and a shared commitment between supervisors and employees. Top management must be enthusiastic and there must be confidence in employee integrity to balance management's commitment, employees must accept greater responsibility for their own performance under a program of flexible working hours.

Flextime treats employees like responsible professional adults. And, as we are finding in our application of the program, employees do appreciate being trusted. The idea that such trust is possible in today's organizational complexities may well be, in itself Flextime's greatest contribution.

## AREA PLANNING BOARD OF PALM BEACH COUNTY

Charles W. Potter CHAIRMAN	Appointed by:	Palm Beach County Legislative Delegation
Charlotte G. Durante VICE-CHAIRMAN	Appointed by:	Palm Beach County Legislative Delegation
Thomas Altman	Appointed by:	Palm Beach County Legislative Delegation
Fred O. Easley	Appointed by:	Palm Beach County Legislative Delegation
Richard Ellington	Appointed by:	Board of County Commissioners Palm Beach County
Frank Foster	Appointed by:	Board of County Commissioners Palm Beach County
Norman Gregory	Appointed by:	Board of County Commissioners Palm Beach County
Howard Johnson	Appointed by:	School Board of Palm Beach County
Shirley K. Vallan	Appointed by:	Palm Beach County Legislative Delegation
Frank W. Brutt	Executive Director	

JERRY BROWNLEE, Director  
Palm Beach County Library System  
3650 Summit Boulevard  
INTER-OFFICE



# FORUM